

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 09/13/17

CLOSING DATE: UNTIL FILLED

SCDC INTERNAL TITLE: IT TECH II SCDC POSITION #: 010040
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0830 AM - 0430 PM
LOCATION: NETWORK AND TELECOMMUNICATIONS, COLUMBIA (RICHLAND)

STATE JOB TITLE: IT TECHNICIAN II STATE JOB CLASS: AM71
PAY BAND/LEVEL: 05 E
BAND: 05 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: \$ 038422 - \$ 049591 SCEIS POSITION #: 61016652

MINIMUM AND ADDITIONAL REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND EXPERIENCE IN INFORMATION TECHNOLOGY,
ELECTRONICS TECHNOLOGY SYSTEMS, OR OTHER RELATED AREAS. AN
ASSOCIATE'S DEGREE OR BACHELOR'S DEGREE IN A RELATED FIELD
MAY BE SUBSTITUTED FOR THE REQUIRED EXPERIENCE.
KNOWLEDGE OF AUTOMATED SYSTEMS, PC SUPPORT AND PRINTER SUPPPORT, DATA
COMMUNICATIONS HARDWARE AND SOFTWARE. ABILITY TO COMMUNICATE CLEARLY
BOTH ORALLY AND IN WRITTEN FORM. ABILITY TO WORK WITH OTHERS IN A
TECHNICAL ENVIRONMENT PROVIDING FIRST LEVEL PROBLEM DETERMINATION TO
USERS OF SCDC ON-LINE SYSTEMS STATEWIDE.

DESCRIPTION OF DUTIES:

CONFIGURES PERSONAL COMPUTER AND TERMINAL CLIENT DESKTOPS TO ACCESS
FILE, PRINT, E-MAIL, INTERNET/INTRANET, AND TERMINAL SERVERS OVER THE
LOCAL OR WIDE AREA NETWORK. PERFORMS ROUTINE NETWORK FILE SERVER
ADMINISTRATION. PERFORMS ROUTINE E-MAIL SERVER ADMINISTRATION.
PERFORMS ROUTINE FTP/VPN/DHCP/ACTIVE DIRECTORY. SERVER
ADMINISTRATION. INSTALLS AND CONFIGURES NETWORK PRINTER SERVERS.
SERVES AS LEVEL 2 SUPPORT FOR PERSONAL COMPUTER APPLICATIONS AND
LOCAL/WIDE AREA NETWORK. INSTALLS, CONFIGURES, AND SUPPORTS
SPECIALIZED HARDWARE AND SOFTWARE. WORK WITH END USERS AND RIM
STAFF TO MAINTAIN HARDWARE AND SYSTEM AVAILABILITY. 37.5 HOURS PER
WEEK, HOURS MAY VARY AS DICTATED BY THE NEED FOR COVERAGE. WILL
REQUIRE INDIVIDUAL TO CARRY A CELL PHONE AND PERFORM WEEKEND ON-CALL
DUTIES. MUST BE ABLE TO LIFT 50 LBS. MUST HAVE A VALID SC DRIVERS
LICENSE. RESUME REQUIRED.